

Facility Inspection Checklist

- _____ Is this the latest, most current 7003?
- _____ Is the registration included?
- _____ If initial offering, is picture included with clear view of registration numbers?
- _____ Match name(s) on 7003 to names on registration*
- _____ If corporate owned, is the corporate resolution attached?
- _____ If partially owned by a non-member, is the multiple owner form attached?
- _____ Match registration numbers on 7003 to registration*
- _____ Match HIN on 7003 to registration
- _____ See if ownership box matches 7003 and registration
- _____ Confirm facility number is correct (length, division, flotilla plus last three numbers of member number (251101036)*)
- _____ Vessel location should be city and state
- _____ Check if longitude and latitude make sense for the AOR
- _____ Make sure vessel type meets one of those available on the drop down list
- _____ Speed in knots table dictates requirement for 50 mph PFDs
- _____ Make sure a box in facility availability section is checked
- _____ VHF-FM Radios must be 25 watts and must have all channels available
- _____ Remarks section should contain:
 - _____ note that 50 mph PFDs are aboard with VE's initials if required
 - _____ additional equipment on board such as rotating beacon, (P)EPIRB, etc.
- _____ Value of facility should be reasonable for the vessel
 - _____ If re-inspection, hull value should NOT be going up from prior year
 - _____ If re-inspection, machinery value should NOT go up unless repowered
 - _____ Total value needs to add up
- _____ Section III requires:
 - _____ Both boxes checked
 - _____ All owners need to sign and date the form
 - _____ All owners need to initial the trailer statement whether trailered or not
 - _____ Note: we are district 070 for notation in the appropriate boxes
- _____ Section IV requires:
 - _____ One of the boxes checked
 - _____ Inspection date filled in (this is the date that will be entered in AUXDATA)
 - _____ Make sure the VE who completes the form is current in AUXDATA
- _____ Has the FC signed the form at the bottom below the border and dated it?
- _____ Section VI: No items are waived in Seventh District
- _____ Section VII: Have all owners initialed to bottom of the form?
 - _____ One of the three boxes needs to be checked and the appropriate information completed. All certified coxswains is acceptable for the first box
- _____ * Unit owned facility exceptions:
 - _____ If unit owned, facility number is length, division, flotilla (251101)
 - _____ If unit owned and not registered with the state, the registration number is district, division, flotilla (0701101)
 - _____ Make sure the markings on the facility are consistent with those required by the Operations Policy Manual